

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-17-003

Closing Date: 02 November 2016

Position Title: HR Information Systems Specialist

Location: 195th FSC (SO)(A), Omaha, NE

Military Grade Range: Minimum SGT/E5 - Maximum SSG/E6

Military Requirements: Designated MOS for this position is 91B3S, upon funding approval selectee will also attend 42A MOSQ within one year. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. Selected individual must become MOS qualified within one year from the date of appointment. Applicant must be able to obtain a SECRET security clearance. Position is open to both male and female applicants. Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21. Failure to review these qualifications may result in the applicant not being eligible for the position. If applicant is not Airborne qualified they must have a current DA Form 705 showing the ability to meet the Airborne School APFT standard of 60% in the 17-21 age groups. Must be able to obtain a Chapter 5 Physical (Airborne/Ranger) and become Airborne qualified within one year of assignment. **Applicants will review the qualifications for the award of this MOS listed below or in Department of the Army Pamphlet (DA PAM) 611-21. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All members of the Nebraska Army National Guard may submit applications for this position. **AGR's within 18 months of initial tour or 12 months of assignment or reassignment of closing date of this announcement require a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

Qualified applicants will be referred to the selecting official in the following order.

Area 1: Lateral Transfers of on-board AGR personnel. (SSG/E6-SSG/E6, 91B).

Area 2: Enlisted Promotion System (EPS) of on-board AGR CPMOS qualified (SGT/E5, 91B).

Area 3: Transfer of on-board AGR personnel (SSG/E6-SSG/E6), eligible to attain 91B MOSQ.

Area 4: All members of the Nebraska Army National Guard eligible for this position may submit applications.

General Requirements:

1. The ability to research and interpret regulatory guidance.
2. The ability to communicate effectively, both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. The ability to apply training management practices and techniques.

Summary of Duties: Prepares reports on strength levels and status of personnel within the unit. Prepares and processes requests for transfer or reassignment. Receive, review, analyze, process, distributes and maintains personnel information files and supporting documentation. Responsible for accomplishing a variety of military personnel transactions (promotions, reductions, transfers, separations, reassignments, conditional releases, LOD's, profiles, EPS packets, NCOERs, etc.). Provides guidance and assistance to commander & leaders; ensures compliance with regulations and state procedures. Tracks and manages the flow of actions. Performs other duties as assigned.

**10-91B. MOS 91B—Wheeled Vehicle Repairer, Whl Veh Mech CMF 91
(Army Civilian Acquired Skills Program (ACASP) designated MOS)**

a. *Major duties.* The wheeled vehicle mechanic supervises and performs field level maintenance and recovery operations on light and heavy wheeled vehicles, their associated trailers and material handling equipment (MHE). Duties for MOS 91B at each skill level are:

(1) *MOSC 91B10.* Maintains wheeled vehicles, their associated trailers and MHE systems to include: use of applicable references, inspecting, servicing, maintaining, repairing, replacement, adjusting and testing of wheeled vehicles and MHE systems, subsystems and components such as: power plant/packs, compression ignition engines and engine fuel systems, air induction and exhaust systems and cooling systems. Vehicle chassis and powertrain components including, frame crossmembers, clutches assemblies, transmissions, transfers, final drives, propeller shaft assemblies, brake systems, steering systems, suspensions systems, fifth wheel assemblies, wheeled vehicle crane, hoist and winch assemblies, and hydraulic systems. Automotive electrical systems including wiring harness, starting and charging systems. Perform wheeled vehicle recovery operations.

(2) *MOSC 91B20.* Performs duties assigned in preceding skill level, supervises and provides technical guidance to junior grade Soldiers in the accomplishment of their duties. Conduct in-process inspection/troubleshooting procedures, during repairs and overhaul of engines, transmissions and power train major assemblies and components, hydraulic system and fuel system components. Supervise recovery team performance of wheeled vehicle recovery operations.

(3) *MOSC 91B30.* Performs duties assigned in preceding skill level, supervises and provides technical guidance to junior grade Soldiers in the accomplishment of their duties. Supervise compliance with shop safety program and use, maintenance and security of hand and shop power tools. Supervises and performs diagnostic troubleshooting to determine maintenance repair criteria using Test Measurement Diagnostic Equipment (TMDE). Performs equipment classification inspections and annotate and submit appropriate forms and documents. Supervise wheeled vehicle recovery operations. Perform battlefield damage and assessment and repair (BDAR).

b. *Physical demands rating and qualifications for initial award of MOS.* Wheeled vehicle mechanics must possess the following qualifications:

(1) A physical demands rating of heavy.

(2) A physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 90 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 87 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of (87 in aptitude area MM and 85 in aptitude area GT) or a minimum score of 92 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.

(4) Must possess finger dexterity in both hands.

(5) Must not be allergic to petroleum related products. (6) Formal training by completion of MOS 91B course conducted under the auspices of the USA Ordnance School is mandatory unless the Soldier meets the civilian acquired skills criteria listed per paragraph 9-5b(5)(b) of this pamphlet and in paragraph (7) below or a waiver is approved by the Commandant, U.S. Army Ordnance School.

(7) ACASP qualification criteria. Must have 2 years of experience or a combination of formal training and experience totaling 2 years in the maintenance and repair of gasoline, diesel, electric-powered light and heavy wheeled vehicle equipment; be certified as civil service-rated wheeled vehicle repairman; or possess two or more Automotive Service Excellence (ASE) certifications in the automotive or truck area.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 (Listing of universal ASIs associated with all enlisted MOS)).

(1) A4—Automotive Electrical Systems Repair (Personnel Only). Rescind 201510

(2) H8--Recovery Operations.

(3) R1--Rough Terrain Container Handler (RTCH).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-91B-1.* Physical requirements.

(2) *Table 10-91B-2.* Standards of grade TOE/MTOE.

(3) *Table 10-91B-3.* Standards of grade TDA.

Applications submitted in multiple attachments will not be accepted

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

* Candidates may apply by submitting a completed **Application for Active Guard/Reserve (AGR) Position**, NGB Form 34-1. Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

___ Yes ___ No 1. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111**. This form can be downloaded from the **Nebraska National Guard Opportunities webpage**. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ___(Initials)

___ Yes ___ No 2. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits>. **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** ___(Initials)

___ Yes ___ No 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ___(Initials)

___ Yes ___ No 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date**. ___(Initials)

___ Yes ___ No 5. Statement of all active duty performed (DD 214, DD 215, DD 220). You can find these forms in your IPERMS <https://iperms.hrc.army.mil/rms/login.jsp> DD 214/215/220 are not required for current on-board AGRs. ___(Initials)

___ Yes ___ No 6. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date.** You must provide written explanation if you are unable to provide the last 4 APFT scores. ___(Initials)

___ Yes ___ No 7. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. **Current is within 6 months of closing date.** ___(Initials)

___ Yes ___ No 8. IMR (Individual Medical Readiness) <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date.** ___(Initials)

___ Yes ___ No 9. If you are on a profile include a current DA 3349. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver (MMRB or MAR2). ___(Initials)

____ **Yes** ____ **No** **10.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any “no” responses identified on this checklist.
____(Initials)

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.